



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON, GEORGIA 30330-1062

REPLY TO  
ATTENTION OF

AFLG-PR (715)

5 Oct 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 00-01

1. This CIL contains information on the following subjects:
  - a. Going Paperless - 1 Jan 00.
  - b. The review process in the paperless environment.
2. The Department of Defense goal is to go paperless by 1 Jan 00. Paperless is defined as using the internet web, CD ROM, disks, email and other electronic means of conducting business. Therefore, not later than 1 Jan 00 (sooner if you are ready), post all solicitations on your contracting home page or your page on the Interagency Business Opportunities Page (IBOP). The IBOP permits you to load solicitations and receive proposals from contractors on a secure web site operated out of Fort Monmouth, using their very sophisticated servers and a good search and automated bidder's list system. This will be the acceptable means of distribution of solicitations to contractors. Use of hard copy solicitations is discouraged after 1 Jan 00.
3. Effective 1 Jan 00 (sooner if you are ready), the review processes specified in the FORSCOM Federal Acquisition Regulation (FFARS) will also go paperless. All documents required by FFARS to be submitted for OPARC review shall be forwarded to the OPARC electronically as specified below.
  - a. All submissions (inclusive of all documents required as part of that submission) that do not exceed the capacity (1.44 MB) of a single 3.5-inch floppy disk may be submitted on a floppy disk. All submissions that do exceed 1.44 MB shall be submitted on CD-ROM in the CD-Recordable (CD-R) format. Do not use the CD-Rewritable (CD-RW) format. Submissions shall not be submitted in a compressed file (e.g., Winzip) format.

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(1) All submissions on CD ROM or disk will be in the same number of copies as is currently required in the FFARS.

(2) Solicitation review submissions will be forwarded by mail on the same date (or earlier) as released to the public.

b. You may not submit items for review as attachments to email messages except in the case of an emergency requirement. The attachment may not exceed 1.4 MB due to email system imposed limits. An emergency requirement is defined as one in which the government will be substantially harmed based on the additional time to process submissions for disk or CD-R submissions and send through the U.S. mail, and will normally involve high-priority requirements such as an urgent and compelling J&A (example storm damage etc).

c. All submissions will be in Microsoft Office formats (text, Word, Excel spreadsheet, Access database files, or PowerPoint slide presentations). Submission in Adobe Acrobat (.PDF) format or PaperPort (.MAX) or similar bitmap format is not acceptable. Use of compressed files is not acceptable due to compatibility problems that often render the files unreadable in a different compression program/version.

4. Due to the variability in server and PC hardware in the DOCs, FORSCOM will not provide the required CD-Recordable drive technology. The investment in suitable drives is considered 'de minimus' for the installations and may be already available through the respective DOIMs.

5. Effective 1 Jan 00, FORSCOM approval documents will normally be sent to you via email except when procurement sensitivity or security is an issue and when the size of the file exceeds 1.4 MB. Approvals will be in MS Word format with bitmap signatures. FAX transmissions and hard copy mailings will no longer be performed beginning 1 Jan 00.

6. There will be exceptions to the policies and procedures of this CIL. Examples include Letters and Certificates of Appreciation, Contracting Officer Warrants and other similar documents. We will continue to provide hard copies of these types of documents.

7. Submissions shall be submitted electronically and named in the following conventions:

a. Acquisition Plan

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b. Appointment Letter Requests

c. FOIA

d. JandA (no spaces)

e. POM

f. PNM

g. Combined POM-PNM (use this if you are submitting a combined POM-PNM)

h. Protest (After Action Report)

i. Solicitation (these will be named as it is named on the document - e.g., DAKFXX-XX-X-XXXX)

j. Format the entire solicitation into a single file or icon from SPS to a MS Word Document using the following steps:

(1) Complete solicitation input in SPS, to include all line item data, inserting and formatting of attachments and any master documenting tasks necessary.

(2) Generate the Document in SPS

(3) Go to File menu

(4) Select Print Preview

(5) On print Preview menu select the option Save as a MS Word Document.

(6) Save the Solicitation using MS Word.

k. Group your document submissions on each CD or disk using the following naming conventions:

(1) Attachments and Technical Exhibits

(2) Contract Administration Plan

(3) Solicitation

(4) Source Selection Plan

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(5) Government Furnished Property Administration Plan

(6) Signed legal review(s). Include the review(s); not just the signed page. Include all draft reviews completed by the SJA.

(7) Miscellaneous Documents

8. Questions concerning this CIL should be directed to Steve Hunnicutt (hunnicus@forscom.army.mil) at COMM (404)464-5691, DSN 367-5691, MAJ Scott A. Campbell, (campbells@forscom.army.mil), at COMM (404)464-7463 or DSN 367-7463 or Ms Irene Hamm, (hammi@forscom.army.mil), at COMM (404)464-5632, DSN 367-5632.



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